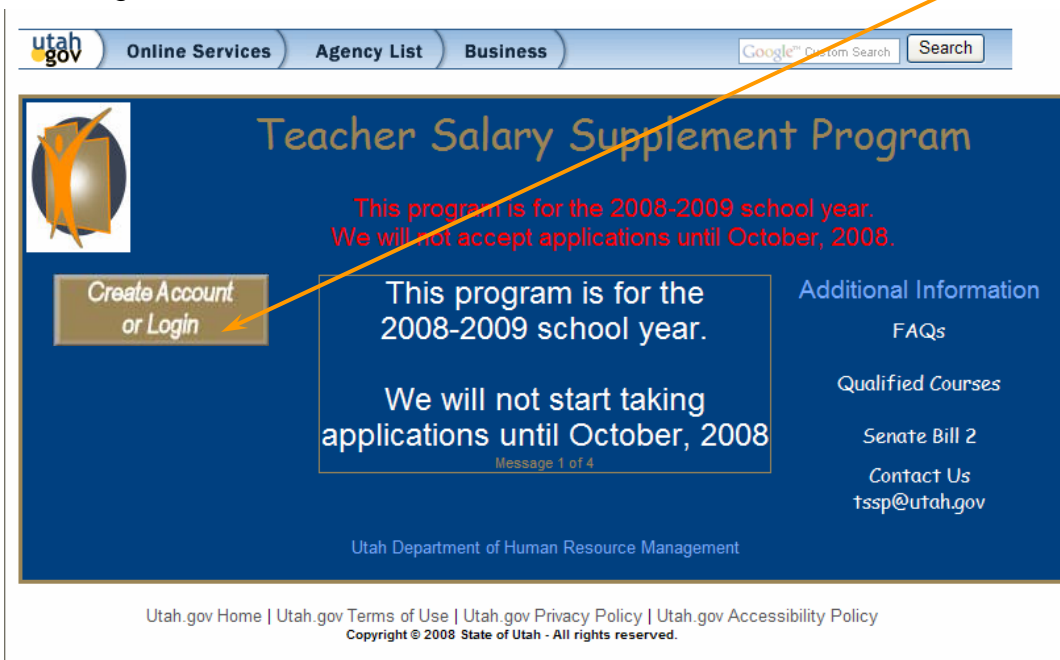


# Application process for a teacher applying for the Teacher Salary Supplement Program

1. Go to the website [www.tssp.utah.gov](http://www.tssp.utah.gov) and click on "Create Account or Login"



2. Login to your account by entering your FULL email address and password. Next, click on the "Login" button



## Application process for a teacher applying for the Teacher Salary Supplement Program

3. From the "My Profile" page, click on "My Applications".

utah.gov Online Services Agency List Business Google Custom Search Search

Utah Department of Human Resource Management

### My Profile

**Teacher**  
My Profile  
My Applications  
CACTUS Info  
Log Out

First Name Your First Name  
Last Name Your Last Name  
CACTUS ID Your CACTUS ID  
Email Youremail@work.com  
Password [Change Password](#)  
Phone (###) ###-####  
Alternate Phone

Save

4. The first time you log in, your page will indicate you do not have any applications.

utah.gov Online Services Agency List Business Google Custom Search Search

Utah Department of Human Resource Management

### My Applications

**Teacher**  
My Profile  
My Applications  
CACTUS Info  
Log Out

New Application

No applications

5. Click on "New Application"

utah.gov Online Services Agency List Business Google Custom Search Search

Utah Department of Human Resource Management

### My Applications

**Teacher**  
My Profile  
My Applications  
CACTUS Info  
Log Out

New Application

No applications

## Application process for a teacher applying for the Teacher Salary Supplement Program

**6. Step 1---Terms and Conditions:** Read this page carefully. It discusses criteria as well as degrees not covered by Senate Bill 2.

HELP

### Step 1 of 7 - Terms & Conditions

The following information is provided to assist you in completing your application. **Please read carefully.**

Senate Bill 2 outlined specific eligibility criteria for the Teacher Salary Supplement Program.

In order to qualify, a teacher must meet ALL the criteria listed below:

1. A teacher must have an assignment for the current school year to teach one or more of the following: a secondary school level mathematics course, integrated science in grade 7 or 8, chemistry or physics.
2. A teacher must hold the appropriate endorsement for the assigned course
3. A teacher must be a new teacher or a returning teacher with a satisfactory rating or above on the teacher's most recent evaluation
4. A teacher must have the outlined degree major:
  - o A teacher who is assigned a secondary mathematics course must have a bachelor's degree major, master's degree, or doctoral degree in mathematics.
  - o A teacher who is assigned a grade 7 or 8 integrated science course, chemistry course, or physics course, must have a bachelor's degree major, master's degree, or doctoral degree in integrated science, chemistry, physics, physical science, or general science.

All teachers who feel they may qualify are encouraged to apply. The application questions are specific to the criteria in Senate Bill 2. Information supplied by the teacher will be verified through CACTUS.

Degree majors which are NOT covered by Senate Bill 2:

- Biology
- Zoology
- Geology
- Botany


The Department of Human Resource Management strongly advises teachers to read through Senate Bill 2 (Lines 770- 861) prior to submitting an application. If you have any questions regarding how to fill out and complete an application, email [tssp@utah.gov](mailto:tssp@utah.gov). A list of qualified courses is available on the program's website, [www.tssp.utah.gov](http://www.tssp.utah.gov).

I have read through this information and understand the criteria as outlined in Senate Bill 2.

Select . . . 

Once you have read this page carefully, please make a selection from the drop down box. You must select "I Agree" or "I Disagree" before moving on with the application.

I have read through this information and understand the criteria as outlined in Senate Bill 2.


Select . . .   
Select . . .  
I DO NOT AGREE  
I AGREE

## Application process for a teacher applying for the Teacher Salary Supplement Program

7. **Step 2---District/Charter School:** Click on the drop down and a list of districts/charter schools with the secondary model will come up. Select your district or charter school from the list.


HELP

Step 1 of 7 - Terms & Conditions

I AGREE 

Step 2 of 7 - District/Charter School

During the period for which I am applying, I worked in the following school district or charter school:

Select . . . 

Select . . .

- ACADEMY FOR MATH ENGINEERING & SCIENCE (AMES)
- ALPINE DISTRICT
- AMERICAN LEADERSHIP ACADEMY
- BEAVER DISTRICT
- BEEHIVE SCIENCE & TECHNOLOGY ACADEMY (BSTA)
- BOX ELDER DISTRICT
- CACHE DISTRICT
- CARBON DISTRICT
- CBA CENTER
- CITY ACADEMY
- DAGGETT DISTRICT
- DAVINCI ACADEMY
- DAVIS DISTRICT
- DUCHESNE DISTRICT
- EAST HOLLYWOOD HIGH
- EMERY DISTRICT
- FAST FORWARD HIGH
- GARFIELD DISTRICT
- GRAND DISTRICT
- GRANITE DISTRICT
- INTECH COLLEGIATE HIGH SCHOOL
- IRON DISTRICT**
- ITINERIS EARLY COLLEGE HIGH
- JORDAN DISTRICT
- JUAB DISTRICT
- KANE DISTRICT
- KARL G MAESER PREPARATORY ACADEMY
- LOGAN DISTRICT
- MERIT COLLEGE PREPARATORY ACADEMY

## Application process for a teacher applying for the Teacher Salary Supplement Program

8. **Step 3---School:** Click on the drop down box and a list of schools specific to your district will come up. If you work at a charter school, you will only have your charter school to select. Select your school from the list.

HELP

### Step 1 of 7 - Terms & Conditions

I AGREE

### Step 2 of 7 - District/Charter School

IRON DISTRICT

### Step 3 of 7 - School

During the period for which I am applying, I worked in the following school:

Select . . .

Select . . .

CANYON VIEW HIGH

CANYON VIEW MIDDLE

**CEDAR CITY HIGH**

CEDAR CITY MIDDLE

INTEGRITY HOUSE (YIC)

PAROWAN HIGH

SOUTHWEST EDUCATION ACADEMY

SOUTHWEST UTAH YOUTH CENTER

TURNING POINT FAMILY CARE

YOUTH HEALTH ASSOCIATES - CEDAR RANCH ACADEMY

## Application process for a teacher applying for the Teacher Salary Supplement Program

9. **Step 4---Subject Area Taught:** Click on the drop down box and a list of subjects covered by Senate Bill 2 will come up. Select the subject area you teach in from the list. If you teach more than one of the options, please select “More than one of the Above”

**Step 1 of 7 - Terms & Conditions**  
I AGREE

**Step 2 of 7 - District/Charter School**  
IRON DISTRICT

**Step 3 of 7 - School**  
CEDAR CITY HIGH

**Step 4 of 7 - Subject Area Taught**

You must have a valid, Utah Endorsement and an assignment to teach

- Secondary School Level Mathematics
- Integrated Science in Grade 7 or 8
- Chemistry
- Physics

During the period for which I am applying, I had a valid Utah endorsement and was assigned to teach:

Select . . .

- Select . . .
- Secondary School Level Mathematics
- Integrated Science in Grade 7 or 8
- Chemistry
- Physics
- More Than One Above**
- None of the Above

## Application process for a teacher applying for the Teacher Salary Supplement Program

10. **Step 5---Degree:** Click on the drop down box and select your degree. If you do not see your degree listed in the drop down please select “None of the Above”.

**Step 4 of 7 - Subject Area Taught**

More Than One Above ▼

**Step 5 of 7 - Degree**

You must have an appropriate degree for the subject you taught.

If you taught mathematics, you must have a valid bachelor's, master's, or doctoral degree with a mathematics major.

If you taught integrated science, chemistry, or physics you must have a valid bachelor's, master's, or doctoral degree with a major in integrated science, chemistry, physics, physical science, or general science.

I have the following degree(s):

Select . . . ▼

Select . . .  
Mathematics  
Science  
More Than One Above  
None of the Above

11. **Step 6—Type of Bonus:** Senate Bill 2 allows for teachers to receive trimester, semester or annual payments. Trimester and semester payments will be partial payments and you can only select the option with correlates with your school's schedule. For example, if your school is on a semester schedule, you will not have the option to select a trimester payment. Teachers who select trimester or semester payments will be required to submit more than one application because subject area taught/assignments could change and alter the supplement amount the teacher is entitled to receive.

Click on the drop down to see a list of payment options and make your selection.

**Step 5 of 7 - Degree**

Science ▼

**Step 6 of 7 - Type of Bonus**

What type of bonus are you applying for?  
Note: if there are no choices in this list, you have applied for all possible options.

Select . . . ▼

Select . . .  
Annual  
First Semester  
Second Semester

## Application process for a teacher applying for the Teacher Salary Supplement Program

If you select the semester or trimester payment, a warning will come up reminding you that an additional application(s) will be required.

**Step 6 of 7 - Type of Bonus**

First Semester ▼

You must submit a separate application for each semester/trimester.

**12. Step 7—Review and Submit:** Click on the arrow and make your selection. If you select “Yes” you will automatically be taken back to your “My Applications”.

**Step 7 of 7 - Review and Submit**

Please review your application on this page. If you are satisfied, you can submit your application.

Do you want to submit your application?

Select . . . ▼

Select . . .

No

Yes

You will receive confirmation in red that your application has been submitted. The “Status” of your application will also confirm your application was submitted.

**My Applications**

Your application has been submitted.

Teacher

My Profile

New Application

My Applications

CACTUS Info

Log Out

	Application Period	District	School	Application Date	Status	Last Updated
60	First Semester	IRON DISTRICT	CEDAR CITY HIGH	09/19/2008	Submitted	09/19/2008

If you would like to make any changes click on the eye glasses next to the “Application Period”. The system will allow you to edit the application and make changes until the verification process begins. As long as your application is in “Submitted” status, you will be able to edit that application.